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ABSTRACT

The purpose of this study was to survey the adult reading and information needs in the Velva, North Dakota community. The study was to determine whether a community information and reading center is needed, and if so, could the school media center be augmented with suitable materials and staff to meet the expressed and latent needs of the community. The State Library Commission desired to explore the possibility of the school media center extending its services to the community because of a growing concern by government officials and some members of the general public about the alleged duplication of library materials and services and for the need to improve library services at a level that the community would be willing to pay for through their taxes. Based upon this Velva study, it appears that the school media center approach is worth further study in other communities in the state. From experience elsewhere in the state, success is less likely to be achieved on these projects if there is already an independent public library in that community. (Author/SJ)

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VELVA PUBLIC AND SCHOOL LIBRARY STUDY

by

- *Dr. Raymond Pelton* -
Superintendent
Velva Public School
District No. 1

A Research Paper
Submitted to the
NORTH DAKOTA STATE LIBRARY

July, 1973

STATE LIBRARY COMMISSION
BISMARCK, N. D.

Richard J. Wolfert
State Librarian

LI 004 504

- PREFACE -

The State Library Commission awarded a grant of $3,750.00 to the Velva Public School District No. 1, under Title I of the Library Services and Construction Act (FY 1972), for the purpose of undertaking a study of the adult reading and information needs in the Velva community. The study was to determine whether a community information and reading center is needed, and if so, could the school media center be augmented with suitable materials and staff to meet the expressed and latent needs of the community.

The State Library Commission desired to explore the possibility of the school media center extending its services to the community because of a growing concern by government officials and some members of the general public about the alleged duplication of library materials and services and for the need to improve library services at a level that the community would be willing to pay for through their taxes.

Since only 50 of North Dakota's 360 communities have a public library, and most of these are without professional direction, have very limited hours of access and supply of relevant materials, it would take large sums of public money to upgrade each public library and to establish scores of new public libraries to accomplish the same goal compared to the augmented school media center approach.

Based upon this Velva study, it appears that the school media center approach is worth further study in other communities in the state.

From experience elsewhere in the state, success is less likely to be achieved on these projects if there is already an independent public library in that community. Apparently the "friends" of the public library, no matter how inadequate it may be, can rally sufficient opposition to the expanded role of the school library to thwart any experimentation along this line of thinking. Usually the public library is thought of as primarily a building or institution. The concept of public library services has not yet taken hold sufficiently in many smaller North Dakota communities.

The State Library Commission, in cooperation with the Department of Public Instruction, has published *North Dakota Standards for Community Library Service from School Media Centers*, which is included in the appendix to this report.

Richard J. Wolfert
State Librarian

August 1, 1973

V. L. EBERLY
DEPUTY

R. W. BANGS
ADMINISTRATIVE ASST.

THE STATE OF NORTH DAKOTA

Department of Public Instruction

M. F. PETERSON, SUPERINTENDENT
BISMARCK, NORTH DAKOTA 58501

RICHARD K. KLEIN
ASSISTANT

H. J. SNORTLAND
ASSISTANT

August 17, 1973

Richard J. Wolfert
State Librarian
State Library Commission
Bismarck, ND 58501

Dear Mr. Wolfert:

I have read with interest the report from the Velva Public School District #1 concerning the combined public and school library project conducted in the Velva community. As indicated in the recommendations of the study, it would seem that efforts to combine and share services of public and school libraries in communities of less than 2,500 people would be beneficial to both library programs. Although such cooperation can also improve services in larger communities, it can be particularly beneficial for the smaller communities.

If such a combined library is contemplated by other schools in North Dakota, planning steps similar to those used in Velva should be developed which include an assessment of library needs and steps should be taken to insure that all concerned facets of the communities be involved in the plan. The program should then reflect the needs of the respondents.

The Department of Public Instruction will support and encourage this type of combined facility and we feel that it can lead to better organized, more adequately staffed, and better equipped library facilities in the State of North Dakota.

Sincerely,

DEPARTMENT OF PUBLIC INSTRUCTION

Lowell L. Jensen

LOWELL L. JENSEN, Ed. D.
Director, Program Planning & Evaluation

mlm
cc M.F. Peterson

RECEIVED
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STATE LIBRARY

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CHAPTER I

INTRODUCTION

Within the confines of the Velva Public School building is located the Velva Public and School Library. The public aspect of the library has a board made up of the Superintendent of Schools, School Librarian, and five lay people in the community. This group does have by-laws and their main function is to direct the spending of funds raised by the City of Velva from a 1 mill library levy. The funds raised from the 1 mill levy have been used to keep the library open one night a week for adults in the community and to add adult materials to the library. The library board acts as an advisory group and is not responsible for the hiring of library personnel or policy making. Although, certainly the Superintendent and Librarian in their particular positions are very much responsible for both of these areas.

This study was initiated during the 1971-72 school year when Mr. Richard Wolfert, the State Librarian, visited the Velva Library and approached the Librarian, Mrs. Iris Dockter Swedlund, and Superintendent, Dr. Pelton, on the possibility of conducting a study concerning the adult needs of library services in a small community. This was enlarged to the library needs of the total community - from individual needs to organizational needs.

Definition of Community:

The City of Velva has a population of approximately 1,350 people and the Velva Public School District has a population of approximately 2,500 people. It was from the latter population that the sample to be surveyed was drawn.

The Velva School District extends 5 miles to the West, 14 miles to the East, 9 miles to the North and about 14 miles South. This creates a situation where people living in a southeasterly position or any other similar direction can live as far as 20 miles from the Velva Library.

How Sample Was Drawn and Used:

The sample was drawn from residents of the Velva School District by using the telephone directory. This was somewhat of a challenge as residents within the district are listed under five different exchanges. Therefore, a secretary, who was raised in the community, was used to select the names of people residing in the Velva School District. A total of 511 names were selected and it was decided that all of these individuals would be sent a questionnaire or interviewed.

Of the 511 selected, 411 were sent questionnaires on April 7, 1972. The remaining 100 were to be interviewed by the student librarians.

Only 38 percent of the original 411 questionnaires were returned. It was discovered that there was a great deal of mistrust in questionnaires in the Velva community due to one that had been used several years before. Therefore, before the follow-up questionnaire was sent out, it was felt that more publicity on the study was needed in the community. Articles were put in the paper, the study was discussed at service organization meetings, school meetings, and thoroughly discussed with the Superintendent's Advisory Board which is made of adults from throughout the district. Following this campaign, a follow-up questionnaire was sent out on May 12th. It appeared the campaign was successful as a large number of questionnaires were immediately received. This was followed by a telephone call encouraging people to complete their form.

Of the 100 selected to be interviewed by the student librarians, 93 were completed. Several people refused to complete the questionnaire and the students could not locate several other people. Therefore, out of the 511 people or residents to be sampled, 374 questionnaires were returned for a 73 percent return. It was felt that it was a good return since a rather large and complex geographical area was surveyed.

The questionnaire used was developed by Dr. Ray Pelton and Miss Iris Dockter along with help from Mr. Dick Wolfert and Dr. Lowell Jensen, who is in charge of research for the North Dakota Department of Public Instruction.

Copies of the questionnaire and cover letters can be found on pages 17 through 20 of this study.

CHAPTER II

INFORMATION GATHERED FROM THE QUESTIONNAIRES

This chapter is devoted to presenting the results of the questionnaire and the interpretation of the results.

The first question asked was whether or not the individual was aware that the Velva library was considered both a public and school library. The results were quite a positive yes with 227 signifying yes and only 49 stating no. It is felt that one of the main reasons people are aware of this is because it has had a good deal of publicity in being named the Elizabeth Bodine Memorial Library in honor of a local woman who was named American Mother of the Year in 1968. Along with this, the library received publicity as being a public and school library.

The following question was asked; "Were you aware that the library is open for adults on Tuesday night?" The results were 227 yes and 126 no. It was found that immediately after this questionnaire was sent out that adult usage was increased approximately four times the regular amount and therefore, it was felt that the questionnaire certainly was an excellent way to publicize the library facilities and its availability to the public.

There were three-hundred sixty-one responses to the question asking if the respondent had ever used the library. Two-hundred thirty responded that they had not while 131 responded that they had used the library. Of the respondents that stated they had used the library, 33 stated they had used it last month, 14 within 3 months, 17 within 6 months, 11 within 12 months and 56 had used the library over 12 months ago.

Possibly the most disappointing response received was on the question, "Do you plan on using the library during the next six months?" The no's were in the majority with 187 responses while 127 responded yes. Sixty people did not answer this question and it is hoped, that with more work, these individuals might become library users.

Reasons for not using the library are listed in Table I.

TABLE I

REASONS FOR NOT USING LIBRARY

Reason	Number of Respondents
Do not read	21
Buy own reading material	129
No time	23
Do not do much reading	1
Poor eyesight	3
Plenty of material at home	1
Minot has larger selection	1

When asked if the Velva's adult library needs could be adequately filled by the State Library or Minot Public Library, 208 felt that they could be while 118 felt these libraries could not fulfill local needs. It is hard to correlate these answers with the answers from the next question.

Question seven stated: "Do you feel the 'reading' needs of the community can be fulfilled without an adult library?" The answers were 43 yes and 279 no. Apparently many of these people feel this adult library could be the State Library, Minot Public or possibly church libraries beside the Velva Public and School Library.

When asked where the respondent gets his or her reading materials the answers were varied. These responses are shown in Table II.

TABLE II

WHERE DO YOU GET READING MATERIAL?

Source	Number of Respondents
Magazine Subscription	277
Church	168
Book Clubs	125
Drug Store	108
Daily Newspapers	19
Borrow from friends	14
Medical Journals	10
Periodicals	10
Book Stores	10
Minot Library	10
State Library	5
Farm Journal	1

One important thing that was hoped to be gained from this study is when and for how long a time the adults in the community want the library open. The next two questions were placed in the questionnaire for this purpose. Most of the adults want the library open at night for adults, followed in preference by afternoon and then morning. The number of responses for each category were: 195 for the evening, 74 for the afternoon, and 38 for the morning. Table III shows the preferences for length of time the library should be open after school hours.

TABLE III

PERIOD OF TIME LIBRARY SHOULD BE OPEN

Length of Time	Number of Responses
1 hour	68
2 hours	106
Over 2 hours	39
1 day a week	95
2 days a week	84
Several evenings a week	1
Every day for a few hours	1
Saturday until mid-afternoon	1
1 evening and 1 afternoon	1

When asked if the library should be of service to clubs and organizations in our community the response was heavily in the positive with 313 signifying that it should be and only six stating the library should not be

involved with local organizations. Due to this response, it is planned that each club or organization will get a letter with information on equipment, materials and services that can be provided by the Velva library.

Question 12 in the questionnaire was felt to be of prime importance in determining what materials adults wanted added to the library. Table IV shows the responses to this question.

TABLE IV

MATERIALS THAT SHOULD BE ADDED TO THE LIBRARY

Material	Number of Responses
Newspapers	
New York Times	39
Wall Street Journal	27
Bismarck Tribune	33
Fargo Forum	47
Kiplingers Newsletter	60
Mandan Pioneer	1
Denver Post	1
Washington Post	1
Adult Fiction	126
Paperbacks	93
Magazines	
Hobbies and Crafts	149

Table IV continued

McCalls	34
Outdoor Life	63
Non-fiction	
Gardening	90
Health	108
Travel	84
North Dakota History	157
Farming	73
Biographies	74
Home Decorating	111
Other	
Medical and Science Journals	1
Ancient History	2
Indian History	1
Bible References	1
How-to-Do Books	1
Livestock Materials	1
Records	1
Foreign Languages	1

The librarian plans to use this research in determining what can be ordered for the library in order that the library might meet the needs of the adults to a better degree.

One of the researching goals was to find out if the adults in the community wanted to check out materials from the library other than books to read. It is apparent from the responses that there is a desire to check out other materials. The number of responses for the different materials is as follows: 174 felt magazines should be checked out, 132 for audio-visual materials namely phonographs, 16 mm projector, tape recorders, and filmstrip projectors, phonograph records were checked by 104 people, and dramatic recordings by one individual. One response stated that only clubs should be able to check out these materials.

When asked if the library should be offering its services to shut-ins in the community, 315 signified that the library should be doing so while 11 said no. Along with this question, respondents were asked to list shut-ins that they knew and felt the library could provide a service. Forty-six individuals were listed and it was also suggested that student librarians be used to visit these people.

Also, in close relation to this previous question was question 15 which asked if there was a need for large print books in the Velva community. Out of 374 respondents, only 169 answered this question but 158 of these signified there was a need while 11 stated there was not a need.

Question 16 stated, "What would you suggest as a good promotion to draw adults in to the library?" This is certainly a concern of all librarians and administrators and was felt that lay people might make some excellent suggestions. This supposition was found to be true and it is this writer's desire to list all of the suggestions received in the study. The following is a list of these suggestions:

1. Open one night a week and serve coffee.
2. Notify churches and social groups about the library facilities and availability.
3. Open house.
4. List new books in the Velva Journal, Minot Daily News or on a poster in the drugstore.
5. Should have a bookmobile.
6. Have a mini-course on library referencing and catalooing, then adults would know how to find books of interest on their own.
7. Library should be open during school functions.
8. Publicize the hours of availability.
9. Start a reading club.
10. Send letters of information to shut-ins to inform them of materials available which would include an occasional list of new books available.
11. Promote library at P.T.A.
    a. Brief reviews on program
    b. Short P.T.A. program - followed by a library period for those interested
12. Book markers given out with grocery orders uptown.
13. Large attractive posters in downtown windows.
    a. Could have elementary and high school poster contest
14. Book reviews in the Velva Journal.
15. Book "covers", from new books, could be displayed downtown.
16. Have posters up at school elections asking people to stop over to visit the library and have a cup of coffee.
17. Have Women's Club back some type of project promoting adult library reading.
18. On days when there are a large number of people around town have a "live" reading display in downtown windows.

Question number 16 continued -

19. Book displays downtown (suggested themes)
    a. My Life is in Your Hands (biographies)
    b. Around the World in Books
    c. Travel in Books
    d. Meet Great People
    e. North Dakota Books
    f. Books by North Dakota authors
    g. Books by former Velva-ites
        1. Donald Holm
        2. Eric Sevareid
        3. Van Atta
        4. Rutherford
20. Utilize free T.V. and radio time to make library announcements.
21. Have tapes or records for shut-ins which would include stories, music, Bible readings and poems.
22. Add large print books to the library.
23. Have young people call on shut-ins and read to them.
24. Have an interview type project with some of the older citizens recording some of their special early experiences or on area history.
25. Have library open after school hours as there are many people, myself included that do not feel comfortable in the library because they do not know their way around or how to find what they want.
26. Issue reading awards or special comments in the local paper.
27. Have the library open on Wednesday (church night) and then both high school students and adults that come to town could have access to the library.
28. Add travel guides with a good variety of scenic pictures to the library.

Question number 16 continued -

29. Set up interesting displays such as art displays, hobby displays, or displays of specific collections.

30. Have a poster contest for National Book Week aimed at adults as well as young people.

31. Have an open house with an invitation to donate books or magazines.

32. Invite the Senior Citizens to hold one of their meetings in the library. This would enable the library staff to learn about their specific needs. Also, perhaps a different club could be invited each month.

33. Lengthen the time a person can keep a book to three weeks.

34. Hand out free booklets on "How to solidity the family unit".

The thirty-four suggestions listed in this study were taken from the questionnaires that were returned and it is planned that a number of these ideas will be used during the 1972-73 school year. These ideas will be evaluated and a commentary on their usefulness or success will be added to the study at a later date.

It was the desire of researchers to gather some information about the respondents; therefore, questions on level of education, age, sex, occupation, and area respondent lives in were added to the study.

The majority of the respondents were women with 241 of the respondents being female and 133 were males. It was somewhat surprising to the writer that this large a number of men answered the questionnaire.

More of the respondents reside in the city of Velva than in the rural area surrounding the city. City residents responding numbered 230 while rural respondents numbered 144. This is in very close proportion to the percentage of rural and city students enrolled in the Velva Public School.

Table V exhibits the educational levels attained by the respondents of the study.

TABLE V

HIGHEST LEVEL OF EDUCATION ATTAINED

Level of education	Number of Respondents
Grade eight or lower	51
Attended high school but did not graduate	43
High School graduate	140
College or vocational school	137

The educational level of people in the Velva community is probably higher than in many rural communities of this size as exhibited in Table V. There are several reasons for this; one being because of the proximity of Minot and the fact that people live here and work in Minot and also because of the large number of professional people who work and have their own business in Velva.

There was a large variance of occupations listed in the survey. These occupations are exhibited in Table VI.

TABLE VI
OCCUPATION OF RESPONDENTS

Occupation	Number of Respondents
Housewife	101
Farming	97
Retired	35
Teacher	30
Laborer	30
Bookkeeper	10
Powerplant	10
Secretary	10
Nurse	5
Clergyman	3
Cook	3
Student	3
Salesman	2
Clerk	3
Bank Employee	3
Pharmacist	1
Barber	1
Electronic Technician	1
Bulk Distributor	1
Banker	1
Piano Teacher	1
Gas Station Manager	1
Beautician	1

Table VI Continued -

TABLE VI
OCCUPATION OF RESPONDENTS

Occupation	Number of Respondents
City Auditor	1
Operator	1
Dental Assistant	1
Office Manager	1
Accountant	1
Public Relations Representative	1
Electrician	1
Engineer	1
Postmaster	1
Dentist	1
Doctor	1

CHAPTER III

EVALUATION AND RECOMMENDATIONS

It was felt that if the Velva library was to be considered a public library as well as a school library it was necessary to add materials to the adult section. Therefore, the Librarian, using the results of the study, selected and purchased materials in a variety of areas.

The adult fiction section was enlarged with the purchases of paperbacks and hard cover books. A movable shelf was also purchased which enabled the librarian to move the adult books, as many of these books would not be approved for school aged children. The Velva Board of Education also approved an addition to the library which was used for a micro-fische reader printer which will be used mainly by the school but it is anticipated that as more research materials are put on microfische, there will be a demand by adults for the machine.

Magazines in the hobbies and craft areas along with books in the non-fiction areas of health, home decorating and North Dakota History were requested and have been added to the library. There has been a large demand in these areas by adults and the librarian has had to utilize the State Library along with the local library to meet these needs.

Most of the respondents felt that the library could be of service to organizations in the community, especially when these organizations need audio-visual materials. Therefore, two tape recorders, one record player, a slide projector, and a 16 mm projector were purchased.

This equipment along with the equipment already in the library gives the public a wide variety of audio-visual equipment. Records and cassettes were also purchased and along with the audio-visual equipment have been made available to adults and organizations. The use of these materials by adults and organizations has increased steadily.

In evaluating the study, the library staff and school administration has witnessed many positive results throughout the study. The questionnaire was an excellent form of advertisement for the adult library as the use of the library by adults has increased steadily since the questionnaire was sent out. The study has been a great help to the Librarian in determining what materials need to be added to the library. Also, some excellent ideas in library promotion were gained from suggestions made in the questionnaire.

It is felt that the study has helped the library get additional local funds not only from the Velva Board of Education, but also from the City Council. As stated earlier the Board of Education has financed an addition to the library facility and the City Council's involvement will be pointed out in the next paragraph.

Earlier in the study it was stated that the City of Velva has a 1 mill levy which is used for the adult library. This fund raises between $500.00 to $600.00 each year. This year the City Commission added to this and sent a check for $1,000.00. Also, the library board made formal application for revenue sharing funds from the city and received $250.00 for the first half of 1973. It is strongly felt that the study and the

increased community interest has helped the library get these additional funds.

The Library Board will also be making formal applications to the townships in the Velva School District for a portion of their revenue sharing funds for the library. It is hoped that the library might get $50.00 from each of the six townships in the Velva School District. Although this would be a small amount of money, it would get the rural area involved in the library program.

One thing that is hard to measure but seems very evident, is the general increased interest in the library. This is based on the suggestions listed in the questionnaire, the increased use of the library, and the general attitude of people in the community when the library is being discussed. The number of donations to the library has been very rewarding. It is estimated that the library has received well over a thousand dollars of books over the past year. This includes some excellent research material as well as many books in the fiction area. It is felt that the library has received these materials due to the study since the volume of donations in the past years has been fractional compared to those received during the past year.

On the basis of the findings of this study, the following recommendations seem warrented:

1. Public and school libraries in communities of less than 2,500 people should combine and share their services as it becomes very beneficial to both library programs.

2. If a study is attempted, it is recommended that it be over a two year period and preferably a three year period.
3. In developing a budget for a similar study it is recommended that a flexible budget be developed in order that library needs discovered during operation can be meet. Also, if the study is a two year project, it is recommended that approximately one-half of the funds be made available each year.
4. Extra librarian help is a must and if two libraries are combined, it is recommended that two librarians or at a minimum 1 1/2 librarians be employed.
5. In developing a new library program it would be recommended that a minimum of a four thousand dollars budget be available and that this amount would be adequate if additional regular funds are available.
6. If a study is to be attempted it is recommended that the community be informed about the study and reasons for it through service organizations, advisory groups, news media, and any other method available in the community prior to the beginning of the information gathering process.
7. It is strongly recommended that the librarian involves the school administration and library board in the project.
8. Since clubs and organizations make up a vital part of the community, it is a must that audio-visual and other materials be made available to them.
9. In order for a library the size of Velva's to meet the needs of this community, continued use of the State Library or a large regional

library is necessary. It is this writer's opinion that we would be sadly mistaken if we felt our services should be totally adequate to meet everyone's needs. Therefore, it is recommended that affiliation with a larger library be continued or initiated.

10. Within the confines of a public and school library it is recommended that a separate area be available for adult materials, but all library services should be available to the adults.
11. The Librarian recommends that library fines not be used in the administration of the adult program.
12. The Velva Public and School Library Board, Librarian and School Administration would recommend highly to all small communities that a study be developed to assess the library needs in their community. It is also felt that once such a study has been done a follow-up should be completed at least every three to five years.

This writer feels that a study such as this one can only benefit a community and in no way could hinder the library's activities in the community. The advertisement alone more than pays for the cost of conducting the study. Although a large number of the respondents stated that they would not be using the Velva School and Public Library, an equally large number stated they would be using this library facility. Therefore, it is our feeling that the library needs of these respondents must be met and that this study will help the staff in meeting them.

APPENDIX

April 7, 1972

Dear Patron,

The questionnaire that is enclosed in this letter is being used to gather information for a study by Velva Public School District and the North Dakota State Library.

The information gathered will in no way be reflected upon any individual and all information will be held in strict confidence.

It is our hope that by gathering this information we will be able to increase the adult use of our library plus gain information of how we might improve the adult library facilities. It is also hoped that the information gained from the study will help other North Dakota communities develop and improve their adult library facilities.

This project is being funded by the State Library and we feel Velva is most fortunate to be chosen as the center to be studied. Therefore, we hope that you will take about five minutes and answer this questionnaire and send it back in the enclosed envelope.

Sincerely,

Dr. Raymond Pelton
Superintendent
Velva Public School

RP:db

Enclosure

May 12, 1972

Dear Patron,

The questionnaire that is enclosed is a follow-up of the original being used to gather information for a study by the Velva Public School District and the North Dakota State Library.

You may have returned your copy but if the number was crossed out the secretary was not able to cross your name off the list. I would like to add that we in no way wanted to identify the questionnaire with a particular individual. As a matter of fact the secretary takes the questionnaire out and places it with the others and the name is crossed off the list and the numbered envelope is thrown away.

The attached follow-up questionnaire is not numbered as we will not be sending out a third copy. PLEASE take five minutes and return the copy as we feel it will benefit our community library.

Sincerely,

Dr. Raymond Pelton
Superintendent
Velva Public School

RP/nt

QUESTIONNAIRE CONCERNING INFORMATION ON THE VELVA PUBLIC AND SCHOOL LIBRARY

Check appropriate blank or fill in answer.

1. Were you aware that the library is considered both a public and school library? ___ Yes ___ No

2. Were you aware that the library is open for adults on Tuesday nights? ___ Yes ___ No

3. Have you ever used the library? ___ Yes ___ No

4. If yes, when was the last time you used the library?
   ____ a. Last month
   ____ b. Within 3 months
   ____ c. Within 6 months
   ____ d. Within 12 months
   ____ e. Over 12 months ago

5. Do you plan on using the library during the next six months? ___ Yes ___ No

   If no, why not?
   ____ a. Don't read
   ____ b. Buy my own reading material
   ____ c. Borrow material from friends or county agent
   ____ d. Other _____

6. Do you feel Velva's adult library needs can be adequately filled by the state library, or the Minot Public Library? ____ Yes ____ No

7. Do you feel the "reading" needs of the community can be fulfilled without an adult library? ____ Yes ____ No

8. Where do you get your reading material?
   ____ a. Magazine Subscription
   ____ b. Church
   ____ c. Book Clubs
   ____ d. Drug store
   ____ e. Other _____

   _____

   en would be the most convenient time for you to use the Velva library?
   ____ a. Morning
   ____ b. Afternoon
   ____ c. Evening

10. How long a period should the Velva library be open after school hours?
    ____ a. 1 hour
    ____ b. 2 hours
    ____ c. Over 2 hours

    ____ a. 1 day a week
    ____ b. 2 days a week
    ____ c. Other _____

11. Do you feel the library should be able to help clubs and organizations in our community? ___ Yes ___ No

12. What materials do you think should be added to the library?
    ____ a. Newspapers
    ___ New York Times
    ___ Wall Street Journal
    ___ Bismarck Tribune
    ___ Fargo Forum
    ___ Kiplinger's Newsletter
    ___ Other _____

    _____

    ____ b. Adult Fiction
    ____ c. Paperbacks
    ____ d. Magazines
    ___ Hobbies & Crafts
    ___ McCalls
    ___ Outdoor Life
    ___ Other _____

    _____

Question number 12 continued -

____ e. Non-fiction
__ Gardening
__ Health
__ Travel
__ North Dakota History
__ Farming
__ Biographies
__ Home Decorating
__ Others _____

_____

13. Should adults be able to check out:
____ a. Magazines
____ b. Audio-visual materials (such as phonographs, 16 mm projector, tape recorders, filmstrip projectors).
____ c. Current phonograph records (modern - classical - country - etc.)
____ d. Others _____

_____

14. Do you feel that the library should be offering its services to shut-ins in the community? ____ Yes ____ No

If so, please list the shut-ins that you know. _____

_____

15. Do you feel there is a need for large print books for the visually handicapped in our community? ____ Yes ____ No

16. What would you suggest as a good promotion to draw adults in the library?

_____

_____

_____

A FEW FACTS ABOUT YOURSELF TO HELP US UNDERSTAND THE RESPONSES YOU HAVE MADE ABOVE.

17. Highest level of education attained:
____ a. Grade eight or lower
____ b. Attended high school but did not graduate
____ c. High School graduate
____ d. College or Vocational School

18. Age:
____ a. Under 21
____ b. 21 - 30
____ c. 31 - 40
____ d. 41 - 50
____ e. Over 51

19. Sex:
____ a. Male
____ b. Female

20. Area you reside:
____ a. Rural
____ b. City

21. What is your occupation?

_____

DEPARTMENT OF PUBLIC INSTRUCTION
M. F. PETERSON, SUPERINTENDENT
BISMARCK, NORTH DAKOTA 58501

NORTH DAKOTA STATE LIBRARY
RICHARD WOLFERT, LIBRARIAN
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NORTH DAKOTA STANDARDS

FOR COMMUNITY LIBRARY SERVICE

FROM SCHOOL MEDIA CENTERS

I. Definition

School library service includes facilities, materials, and staff for serving both students and teachers of all grade levels of each school--elementary, junior high, and secondary--and service for pre-school children if a kindergarten is part of the school program. Providing school library service is the responsibility of each school district.

Community library service is usually provided by a public library. These services consist of library materials, staff, and physical facilities which encourage an individual of any age to study any subject at any time, to start at any degree of difficulty and proceed at his own pace toward a self-determined goal, free of charge.

In communities too small to provide an adequate separate public library, community library services may, with the approval of the respective governing bodies, be provided by the school library or media center with extended services to the community. The need for this type of extended service might be recommended for any or all of these reasons:

A. Inadequate or non-existent public library service accompanied by an insufficient city tax base to provide a separate public library service.

B. The school has or plans an active and broad adult education program and takes the responsibility to provide adequate library service to meet the needs of those participating in the adult education program.

C. The school recognizes the importance of the informal educational process and believes that the provision of library service is an essential part of this process and necessary to continuing education and lifelong learning needed to maintain an informed citizenry.

II. Governmental Organization

A. The application for the establishment of this type of community library service may be initiated by either the public school administration, the public library board, or the city or county governing body.

B. If both the public school administration and the public library board, or the local governing body, agree to seek approval of a joint library facility, a joint application should be filed for approval with the State Library Commission and the Department of Public Instruction. Approval must be obtained from both state agencies.

C. All libraries shall be established and maintained according to the provisions of the North Dakota Century Code.

D. Public library boards of directors, where established, shall contract with the school board for providing extended community library service. They shall also serve as an advisory board to the superintendent concerning the development and evaluation of community library service.

E. Where a public library board does not exist, the city or county governing body and the school board should first obtain approval from the State Library Commission and the Department of Public Instruction for providing extended community library service from the school library (media center). The approval request should indicate that the city or county governing body plans to contract with the school board for the school to provide extended community library service in return for a specified amount of funds to be provided by the city or county governing board. If approval is granted, a contract should be drawn up and signed. The school board should then appoint an advisory committee of three to five persons from the community served to advise the school superintendent and librarian concerning the development and evaluation of the services provided.

III. Administration

A. In order to provide an economic and efficient operation, a school library program with extended community library service should be administered as one program, with one staff and one collection of materials.

B. Authority for administration of a school library/media center with extended library service to the community should be delegated to a certificated school media specialist by the school administrator, under the provisions of Section II-D or II-E above.

C. The person in charge should be a certificated school media specialist, and should be employed by the school district to administer the total library program, including the preparation of a budget; the selection, organization, dissemination, and use of materials; the direction and supervision of all staff members; and the preparation of a schedule for school and community use.

D. Additional staff members, professional and supportive, should be employed as needed to provide for extended library hours and for additional users during school hours for community library service. Support for such service is discussed further in the section below on Finance.

E. The school administrator should meet periodically with the school media center professional staff and the advisory board listed in II-D or II-E above, to insure that school and community library needs are met to the best possible extent with the resources available.

IV. Finance

A. School library services to students and teachers in support of the school curriculum shall be financed at no less than the minimum set by the Department of Public Instruction, and it is recommended that financing be sufficient to permit exemplary library service.

B. Financial support for community library service should come from community library funds, including state and federal support when available. Under no circumstances shall local library mill levies be reduced, but rather full joint funding should result in improved services to all. Support for school library service will remain the responsibility of the school district.

C. School library service shall not be curtailed to permit extended service to the community and community library service shall not be curtailed services without assurance of receiving additional funds for supplying additional personnel as well as additional materials with which to provide such services.

D. State Library Commission grants for community library service are contingent upon the local taxing body's levying the maximum mill levy or funds permitted by state law, participating in the State Library's Network for Knowledge, and the regulations set by the State Library Commission.

V. Records and Reporting

A. All libraries shall maintain adequate records to permit prompt and accurate reporting to their school administration, the Department of Public Instruction, and to the State Library Commission on forms provided by the State of North Dakota.

B. All reports should be prepared by the school media specialist, under the supervision of the superintendent of schools. One copy of each report should be on file in the school library; one in the superintendent's office; one with the public library board, or community board; one should be provided annually to the State Library Commission; and one with the Department of Public Instruction.

VI. Hours of Service

A. Community library service shall include access to the library at least 15 hours a week beyond the school day. The hours shall be fixed and regular and include at least two evenings a week and Saturday hours. For example: Monday and Wednesday 3:30 - 5:00; 7:00 - 9:00; Tuesday and Thursday 3:30 - 5:00; Friday 3:30 - 4:30; Saturday 1:00 - 5:00.

B. Access to the library by the community during school hours is required.

C. School library personnel shall not be required to serve extended hours in addition to full-time employment during the school day.

VII. Location

The library shall be so located as to:

A. Be easily accessible to the community.

B. Provide a separate outside entrance for community use.

C. Be adequately lighted and provided with an outdoor sign clearly stating library name and days and hours open.

D. Be accessible to the physically handicapped by having a ground floor entrance and location, without physical barriers to use.

E. Have coat racks, drinking fountains, and washrooms and toilet facilities available for use during extended hours.

F. Have some means of closing off the rest of the school during extended library hours, to avoid excessive supervision and maintenance problems.

VIII. Staff

The library should have a librarian or media specialist with the following qualifications or their equivalent and should require the person to attend conferences and workshops so that he may keep abreast of new ideas and techniques in library service:

A. School librarian - School Media Specialist Credential approved by the Department of Public Instruction.

B. Community services librarian - Standards set by the State Library Commission.

C. Sufficient supporting staff should be provided to permit the librarians to perform their professional and assigned duties, including additional hours required for community service outside of school hours.

IX. Materials Selection Policy

The library shall have a written statement of policy covering the selection and acquisition of materials.

X. Library Collection

A. In addition to the materials provided to support the school curriculum, in accordance with the Department of Public Instruction standards, the community library should provide additional material of interest to the community in the amount of at least twenty-five percent above the school materials collection. For example:

School Materials	Additional Materials for Community	Total Available to the Community
3,000	750	3,750
4,000	1,000	5,000
5,000	1,250	6,250
6,000	1,500	7,500
10,000	2,500	12,500

B. The community shall have access to the entire amount and type of materials available in the library.

C. All residents of the community should have direct access through the community library to a regional and state library collection and indirect access via inter-library loan to all library materials in our state and the nation through the community library.

XI. Services

Community library service should include development of library programs for such groups of persons as the aged, handicapped, and pre-school children not ordinarily served by the school library.

XII. Public Relations

Newspaper publicity consisting of book notes, articles of encouragement, and notices are necessary ingredients to a successful community library program.

Posters, public meetings, and public speaking engagements should be utilized to make the community aware of the library services available and need for improvement of such services.

XIII. Dissolution

A. The application for the dissolution of the community library service may be initiated by the public school district or the local governing body.

B. Upon approval by both the State Library Commission and the Department of Public Instruction, the community library may be dissolved and the material assets prorated and returned to each party including the state and federal governments according to the share put in by each agency of government.

Approved May 1, 1972

M. F. Peterson
Superintendent of Public Instruction

Richard J. Wolfert
State Librarian